4 September 1980

MEMORANDUM FOR: THE RECORD

STAT   FROM:
<div style="border:1px solid"> </div>
Chief, Classification Review Division

SUBJECT: Fourth Annual Mandatory Review Conference,
                John F. Kennedy Library, 18-19 August 1980

1.   The program commenced directly, following the welcome by [   ] STAT
STAT   the introduction by [   ] (See Attachment 1.)

Mandatory Review: Reports from the libraries

2.   The Truman Library (NLT) reported that its Mandatory Review (MR) activity had been decreasing since E.O. 12065 had come out (not further explained) and that they planned to start their Systematic Review (SR) in October. They expected to declassify about 60% of their holdings through SR.

3.   The Eisenhower Library (NLE), on the other hand, expects its MR load to double this year because they have just opened up several large and interesting collections, such as the John Foster Dulles papers and General Goodpastor's files. They estimate that about 50%-60% will be withdrawn, and probably up to 80% of the Goodpastor files. They predict that the MR activity will continue to increase through 1983-84 and then peak out. About twenty researchers per quarter are requesting MR -- some of them the same people. One of their principal problems is the processing of Foreign Government Information (FGI) -- it's a waste of time and manpower because it's all going to be withdrawn anyway.

4.   The Kennedy Library (NLK) noted that they are holding the line so far on MR, and since it's fairly well in hand, they may soon start their SR. Some general discussion ensued here which included an NLK comment that the Agency seemed to be responding to MR requests within the 60-day time frame, and appeared to be working on some of the newer cases instead of the very old cases. The discussion turned to the general guideline that had been established for the Libraries to the effect that MR requests from the public were to be limited to 25 items or 100 pages. If the requestor's interest were greater, he could put in his second request only after his first request had been received and his bill had been paid. The discussion of how to handle irate customers (which included a number of humorous anecdotes) revealed that some foreign diplomats, frustrated at the delay in response time, were turning directly to the agency concerned (mostly the Department of State) and were being given direct access to documents, which the Libraries considered to be a security violation.

5. The Johnson Library (NLJ) reported that its MR activity so far had been mild. Their greatest disappointment was the agencies' failure to clean up the old cases. They had about 200 (2000-3000 pages) in backlog. State had most of these. A general discussion followed on the best way to handle these cases: to resubmit them all, or try to track them down and determine their status. I suggested that they first try the latter. There was general agreement, and then a suggestion made that, if the agency can't retrack and locate the case, then the Library should resubmit only its most pressing cases. This tied into the comment by NLJ that, if the agency can find reason to deny a request, it can get a lot of cases off its back because the Libraries get very few appeals. When I asked for comments regarding this Agency's handling of these cases, NLJ indicated that the requesters are usually interested in some reasonable date for a response, but that when the Library checks with the Agency regarding the status of a request, it receives only the standard reply that the Agency has a tremendous backlog and will get to the request eventually. That's frustrating because not even an estimated date is given.

6. The Ford Library (NLF) reported that they were still in the process of developing procedures -- letters, control systems, statistical reporting, etc. They commented that, so far, they seemed to be receiving their MR responses from the Agency almost immediately.

7. Those in charge of the Nixon papers (NLN) indicated that they were involved in very little MR activity because of the continuing litigation. Most of their classified materials are FBI; some are NSC.

8. In a general discussion session, I asked what guidelines were being used by the Libraries to review our material. Alan Thompson, NARS/NND, replied that the Libraries were using the same guidelines that had been supplied to NARS. I followed with the assumption that, if the Libraries found anything that smacked of Agency interest, they sent it to us for review. They replied that was true, except that if the document were a State document (e.g.), they would send it through State. NLK noted that they couldn't possibly read all of the texts, so they determined interest according to letterhead, subject line, or other significant indicators. I asked if they found in their experience a quantity of Agency material not classified (i.e., marked). They replied generally that there was not much, primarily the DCI's covering memoranda, notes from the NSC meetings, etc. They determined the classification of these items by the context of the rest of the file.

9. The discussion turned to the problem of defining a "case." (This primarily for consistency in and making sense out of statistical reporting.) Some agencies report each document requested as a case. Others (the Libraries included) report each entire request as a case. Mr. Garfinkel, Director, ISOO, commented that he hadn't realized the significance of this discrepancy and agreed that the term "case" had to be defined. It was also noted that present reporting procedures fostered double reporting -- a case was counted by the Library, and then was referred to one or more agencies who each counted it again.

Mandatory Review: Report from Washington on Backlogs and Appeals

    10. See the two pages of statistics for three-quarters of FY 80 (Attachment 3).

Mandatory Review: Views from ISOO

    11. Mr. Garfinkel noted that he has had some requestors ask that ISOO intercede with an agency on the requestor's behalf. He cited a case with this Agency wherein the Agency objected to such intercession because the requestor had already gone to litigation through FOIA. ISOO interceded anyway, but found the document to be properly classified. Mr. Garfinkel stated that he saw no need presently for ISOO to play an appelate role in MR. He feels that ISOO plays an effective role in that its presence alone makes the agencies toe the line. He answered affirmatively when asked if he thought that the impact of ISOO was being kept in balance; i.e., that its presence is positively effective without being negatively disruptive. In response to a question from Alan Thompson, he replied that he saw ISOO playing a proper role as referee to intercede with an agency if a Library is faced with an irate requestor. He added that he is disturbed by the fact that some agencies try to resist the initial request by the requestor, hoping that he'll just go away. That's not in the spirit of the Executive Order. He sees ISOO's inspections in the agencies as having decreasing value in that they repeatedly tend to cover the same ground. He is considering that, in the future, they may set a theme for each review; e.g., MR activity, SR activity, classification marking procedures.

Systematic Review: Reports of Efforts in the Libraries

    12. NLT reported that they will start SR with the late President's personal files and those of the White House Staff. They expected to be able to declassify about 80%, using the Foreign Relations of the United States series (FRUS) and other guidance (not specified). Many of the documents which have been opened up have been the numbered series from the Agency (NIS, etc.). When I asked about our performance in replying to their requests for release, they replied that we had been fairly responsive, and the only problem had been our subsequent request for withdrawal of items which we had previously released. I acknowledged the difficulties that gave them, but asked them to bear with us because we continue to learn. When it was raised in the course of the conversation, I noted that we do not release material which has been disclosed by unofficial writings, which in our view do not constitute official executive disclosure, regardless of their "authority." A question was raised as to the strength of that position under the Presidential Records Act of 1978 which will be in force as of January 1981 when (according to the questioner) anything that the President or his agent releases will constitute official release. I replied that we would review the Act.

    13. NLE reported that they had declassified some non-substantive material such as transmittal documents, appointment calendars, etc. Their two main problems: (1) identifying Foreign Government Information, and (2) determining

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"identifiable damage." They have 16 collections (about 325,000 pages total) of which some 175,000 pages are so sensitive as not to warrant going through detailed SR in their view. Mr. Pickering, of State Department's Classification/ Declassification Center (CDC), asked that they not declassify the Dulles papers and other State material on the basis of the General Guidelines which State had submitted, but wait for State's forthcoming more specific guidelines. NLE commented that, in any case, they are proceeding cautiously, as their statistics indicate.

14. NLK opined that they have quantities of material which they will probably not be able to declassify, primarily high-level communications between an agency head and the President. Further, much of this material will have to be reviewed by the agencies concerned. Subsequently, a discussion led to the point (made by NLK) that they have difficulty with the guidance to delete [   ]. Researchers are usually smart enough to put it back in, since the reference is obvious in the context.

State Department Guidelines

15. Mr. Pickering described the preparation of the present guidelines by noting that their Historical Office (HO) had gone through State's holdings and those of the Presidential Libraries and had selected a 10% sample per country. From that 10%, HO had selected another 10% for publication in FRUS. CDC, however, applies its declassification review to the entire sample. With the guidelines, they think they will protect about 10-12 percent of the documents (about 1-3 percent of the pages). Now they are developing more specific guidelines for the 1950-54 material which they expect to have completed by March 1981, and will have developed guidelines for the 1955-57 material by 1982, and for the 1958-60 material by 1983. When asked, Mr. Pickering replied that they do expect to have all guidelines completed in time for the transitional period goal (1988), and he hoped that no one (the Libraries) would try to declassify without the forthcoming more specific guidelines. The Libraries indicated that this will give them a problem since it will mean that some of them would not then be able to commence their SR until about 1985, and they doubted that would give them enough time to meet the 1988 goal set by the Executive Order. (See the attached handout on "The Report on the Test of the Department of State Guidelines...")

16. There followed a discussion of Foreign Government Information (FGI). As noted, the Libraries are uneasy about their ability to identify FGI, among other problems with this material. Mr. Thompson advised that several things should be considered. FGI does not have to be marked with a classification in order to be withheld, as long as one can determine that the information was given to us by a foreign government in confidence. Secondly, if given to us by a member of the opposition (a question), the information should be considered for withholding on the basis of damage to foreign relations rather than as FGI. Thirdly, one may be able to determine by the subject matter that this foreign information has to be FGI, as defined; i.e., the subject is one so sensitive that it probably had to be given to us in confidence. Further, if the FGI is more than 20 years old, but less than 30, and the Library would like to release

it, they must consider that the responsible agency may not want to approach the foreign government concerned because of a delicate relationship. Also, if the FGI was given orally to State, then State's guidelines apply and the Library may be able to release it under those guidelines, again if the information is more than 20 years old but less than 30. Finally, if it is indicated that the FGI was meant to reach the President, then NSC has responsibility for the document.

National Security Council

17. Brenda Reger reported that they are reducing their formidable backlog of FOIA and MR requests. She sees no particular problems in the selection of material sent by the Libraries for NSC review; all of it has been falling within the guidelines NSC has given them (but see below). As for SR: they have conducted an inventory of their records (and have found a considerable quantity of Presidential papers), but haven't as yet actually started their SR. A question was then asked which reflected that there is some confusion among the Libraries as to what material NSC is interested in reviewing. (Comments were made on several occasions about the great breadth and lack of specificity of the NSC guidelines.) Part of the problem, according to Ms. Reger is that NSC's criteria have fluctuated over the last eight years, and have never been properly set down. In response to another question: correspondence between heads of state is always considered classified by NSC, even though not marked (which is most often the case as a matter of convention).

18. A discussion ensued regarding the problems caused by agencies who applied the "declassify after 6 years" stamp to their documents in careless application of the E.O. 11652 guidelines. State was noted as being a big offender. The Libraries wondered whether they should observe that instruction or question it, if they feel that the matter is still sensitive. Mr. Thompson thought the latter, with referral to the agency concerned. The Libraries fear, however, that the agencies will place this referred material deeply in their backlogs. Some fears were expressed also about possible legal ramifications in not surfacing these documents at the end of the 6-year period and taking action on them. If not surfaced until some years later, will the Library be subject to some administrative action?

Review (August 19th)

19. There was an expression almost immediately of the continuing concern about the General Declassification Schedule issues of the previous day's discussion; i.e., following the GDS indications (6 years) puts the Libraries in the position of releasing information which probably shouldn't be released. Director, ISOO nevertheless supported the Schedule and said that the indications should be followed, otherwise it makes a mockery of the Executive Order. Mr. Thompson suggested that the Libraries should nevertheless approach the matter of declassification conservatively. Concern was expressed regarding the poor quality of the State guidelines, and the breadth of the NSC guidelines -- it being almost as though NSC wants to see everything. I asked if there were any problems with our guidelines. The reply, with tongue obviously rammed

into cheek, was that they had no problem there -- the guidelines were defini-
tive enough but were so broad-brush that they in effect just turned everything
smacking of our interest over to us for review. I commented in passing that
we were working on a paper on the review of classified information concerning
the identities of clandestine human agents, which we hoped would be of assis-
tance to them.

Systematic Review in the National Archives

20. Director, ISOO spoke first and discussed and criticized the GAO draft
report which proposes the elimination of SR. He had three principle criticisms
to make of it: (1) it overlooked the intangible benefits, (2) it was poorly
constructed logically, and (3) it's claim that MR is an adequate substitute
for SR is erroneous. He indicated that ISOO was first tempted to comment in
a blasting criticism, but subsequently countered in a toned-down paper. He
feels that GAO will counter with a new draft which attacks his attack. He
opined that Congress would not buy GAO's position. There was some brief dis-
cussion of the unfavorable audit of NARS/NN; the sum and substance of it was
that NARS is faced with a 20% turnover in that office which is very hard to
deal with.

GSA Security Audit: The TS Document Inventory Problem

21. Mr. Fawcett commented that a significant element of the problem is
that Top Secret (TS) control is often held up until archival processing is first
completed. The Libraries must find a way to do the TS inventory and control
earlier. He suggested: (1) identification of logical holdings for TS docu-
ments (White House papers, NSC papers, etc.); (2) use of file guides to identify
TS files from markings, file titles, etc.; and (3) examination of procedures in
being or being developed for SR which would help to uncover, inventory, and
control TS documents at an earlier stage. The Hoover, Roosevelt, and Truman
Libraries are well along with their TS inventories; the others have much work
to do. It was immediately apparent that the Libraries were not enamored of the
prospect. A plea came from NLK not to give up too easily on the key point that
secure storage is, in itself, adequate control. The auditors will counter,
however, Fawcett noted, that it still doesn't offer the individual document
control that's necessary for TS paper (e.g., to prevent unauthorized copying
by personnel). In retort, the Libraries pointed out that the employees now
don't generally go into these files, but that ironically the TS inventory re-
quirements will force more people in to these files. The Libraries will have
problems in maintaining and publishing the lists of TS documents since in some
cases the document titles themselves will be classified TS. Above all, there
is a serious question of manpower -- just to do the annual inventory may well
require all the manpower the Library has and nothing else will be done. It was
argued further that as soon as the TS inventory list is published, it will high-
light these documents, and MR activity (now costing an estimated $35 per page
by the way) will zoom as researchers go for the hot stuff.

Security Audits in the Libraries

22. This was a general discussion of the security visits and problems in the various Libraries. Director, ISOO indicated that they want to help the agencies as much as possible in their information security problems, through training programs, assistance (as well as criticism) in the ISOO security reviews, and seminars. In the last regard he mentioned the seminar planned for November in which six critical speakers would hold forth on the first day (among them: Morton Halperin, a speaker from the ACLU, Congressman Richardson Pryor, an industrial security speaker, and a foreign government speaker), which would be followed by discussion among the attending agencies on the second.

Introduction to the APEX System

23. Following a tour of the Kennedy Library, with the emphasis on security aspects, selected attendees were invited to a presentation on the APEX System by Alan Thompson. Mr. Thompson handed out to each Library a single copy of the two pamphlets on APEX (the introduction and the handbook) and then showed the two TV films on APEX produced by the Agency. There was no discussion of any substance following, Mr. Thompson merely suggesting that they read the pamphlets thoroughly, repeating for emphasis several points made by the film, and noting (as the film comments) that there will be more detailed instructions coming later.

General

24. Throughout the sessions were related war/horror stories about the sloppiness of DOD retirements (downgrading of Top Secret documents in a collection to get around the problem of having to inventory and make control records on them for transfer to NARS, then turning around and asking NARS to upgrade them again after NARS had accessioned them; declassifying collections which NARS subsequently found to contain Restricted material); and the number of executives in the White House, NSC, etc., who at the end of an administration have backed up a truck to the door (literally) to haul away safes of documents of the highest classification and sensitivity for storage in their homes.

25. The trip, in my view, was well worth the time and expense as an opportunity to meet the Librarians, understand their problems, and assess our relationship. Their view of the Agency and its cooperativeness, I might note, is (with some minor exception) very favorable. From their point of view, several took the opportunity to advise me that the benefit was mutual -- that it was most useful to have a member of one of the agencies present to provide the agency side and to hear of their progress and problems.

STAT

Attachments:
1. Program
2. List of Participants
3. MR Statistics
4. Test of State Guidelines

FOURTH ANNUAL MANDATORY REVIEW CONFERENCE

John F. Kennedy Library

August 18-19, 1980

PROGRAM

Monday, August 18

9:00 - 10:00   A continental breakfast   Sixth Floor

10:00 - 10:15   Welcome - Dan Fenn, Director of the   Sixth Floor -
                   Kennedy Library   Conference Room
                Introduction - William Moss (NLK)

10:15 - 11:15   Mandatory Review: Reports from the
                   Libraries on the Impact of the New
                   Procedures
                        Harry Clark (NLT)
                        Jim Leyerzapf (NLE)
                        Suzanne Forbes (NLK)
                        Martin Elzy (NLJ)
                        Dennis Daellenbach (NLF)

11:15 - 11:30   Mandatory Review: Report from Washington
                   on Backlogs and Appeals
                        Judy Koucky (NDMR)

11:30 - 12:00   Mandatory Review: Views from ISOO
                        Steve Garfinkel (ISOO)

12:00 - 1:00   Luncheon   Terrace

1:00 - 2:00   Tour of the Kennedy Library - The Staff

2:00 - 2:45   Systematic Review: Reports of Efforts   Sixth Floor -
                   in Organizing for and Applying   Conference Room
                   Declassification Guidelines
                        Harry Clark (NLT)
                        Jim Leyerzapf (NLE)
                        Megan Desnoyers (NLK)

2:45 - 3:00   Break   Sixth Floor

3:00 - 3:30   State Department Foreign Relations   Sixth Floor -
                   Guidelines and Foreign Government   Conference Room
                   Guidelines
                        Alan Thompson (NND)
                        Lawrence Pickering (Department of State)

Monday, August 18 (continued)

3:30 - 4:00	National Security Council - Approaches to Declassification Brenda S. Reger (NSC)	Sixth Floor - Conference Room
4:00 - 5:00	Open Forum	

Tuesday, August 19

8:30 - 9:00	Systematic Review in the National Archives - GAO and NN Audits/ Criticisms Alan Thompson (NND) Steve Garfinkel (ISOO)	Sixth Floor - Conference Room
9:00 - 10:00	GSA Security Audit: The Top Secret Document Inventory Problem John Fawcett (NL)	
10:00 - 10:15	Break	Sixth Floor
10:15 - 11:00	Security Audits in the Libraries Harry Clark (NLT) Jim Leyerzapf (NLE) Bill Moss (NLK) Martin Elzy (NLJ) Ron Plavchan (NLN) Alan Thompson (NND) Harry Mason (ISOO)	Sixth Floor - Conference Room
11:00 - 12:00	Open Forum	
12:00 - 1:00	Luncheon	Sixth Floor
1:00 - 2:30	Information Security in the Kennedy Library Bill Moss (NLK)	Sixth Floor - Conference Room Second Floor - Vault
2:30 - 2:45	Break	Sixth Floor
2:45 - 4:00	Introduction to the APEX System Alan Thompson (NND)	Fourth Floor - Hemingway Room

FOURTH ANNUAL MANDATORY REVIEW CONFERENCE

John F. Kennedy Library

August 18-19, 1980

PARTICIPANTS

Barbara Anderson (NLK)

Harry Clark (NLT)

Dennis Daellenbach (NLF)

Megan Desnoyers (NLK)

Martin Elzy (NLJ)

John Fawcett (NL)

Dan Fenn (NLK)

Suzanne Forbes (NLK)

Steve Garfinkel (ISOO)

David Haight (NLE)

Jim Hastings (NLN)

David Horrocks (NLF)

David Humphrey (NLJ)

Richard Jacobs (N)

Judy Koucky (NDMR)

Tina Lawson (NLJ)

Jim Leyerzapf (NLE)

Martin McGann (NLK)

Harry Mason (ISOO)

William Moss (NLK)

Nora Murphy (NLK)

Larry Oberg (NA)

Joan O'Connor (NLK)

Lawrence Pickering (State)

Ron Plavchan (NLN)

Jason Ribak (NLK)

Brenda Reger (NSC)

STAT

Linda Smith (NLE)

Alan Thompson (NND)

Mandatory Review Statistics for Three Quarters of FY 1980 (Oct 1979-Jun 1980); Totals for Each Library

	NLT	NLE	NLK	NLJ	NLF	Total
1. No. of new cases assigned:	10	422	75	73	11	591
2. No. of cases closed:	25	187	210	233	0	655
3. No. of cases pending:	55	669	849	512	11	2,096
4. No. of pp. of classified docs. submitted by Libraries to agencies:	629	9,244	983	1,396	311	12,563
5. No. of pp. of classified docs. reviewed by agencies and returned to Libraries:	1,549	2,770	3,320	2,099	15	9,753
6. No. of cases with classified docs. at least 1 yr. but less than 2 yrs. overdue in agencies:	16	92	334	295	0	----
7. No. of cases with classified docs. at least 2 yrs. overdue in agencies:	25	109	439	292	0	----
8. Person hours devoted to MR activities:	502	1,670	1,440	2,666	neg.	6,278
9. Backlog, in estimated no. of pp.:	300	1,250	72	C	0	1,622
10. Yrs. required to eliminate backlog:	1/3	1/4	1/12	0	0	2/3
11. No. of telephone inquiries relating to MR:	11	72	61	65	0	209

RESULTS OF MANDATORY REVIEW DURING THREE QUARTERS OF FY 1980

	NLT	NLE	NLK	NLJ	NLF	Total
1. No. of pp. of classified docs. declassified in full; percentage of total pp. processed	1,063 (78%)	1,455 (53%)	983 (34%)	3,154 (47%)	5 (71%)	6,660 (49%)
2. No. of pp. of classified docs. sanitized and released; percentage of total pp. processed	165 (12%)	839 (30%)	672 (24%)	1,994 (29%)	2 (29%)	3,672 (26%)
3. No. of pp. of classified docs. exempted in full; percentage of total pp. processed	121 (10%)	476 (17%)	1,187 (42%)	1,587 (24%)	0 (0%)	3,371 (25%)

	Oct-Dec 79	Jan-Mar 80	Apr-Jun 80	Total	
1. No. of new cases assigned:	240	172	179	591	[436]
2. No. of cases closed:	254	135	266	655	[1,088]
3. No. of cases pending:	1,891	1,982	2,096	---	[1,899]
4. No. of pp. of classified docs. submitted by Libraries to agencies:	6,354	3,458	2,751	12,563	[16,396]
5. No. of pp. of classified docs. reviewed by agencies and returned to Libraries:	2,965	1,982	4,806	9,753	[16,651]
6. No. of cases with classified docs. at least 1 yr. but less than 2 yrs. overdue in agencies:	702	927	737	---	[776]
7. No. of cases with classified docs. at least 2 yrs. overdue in agencies:	697	738	865	---	[335]
8. Person hours devoted to MR activities:	2,260	1,851	2,167	6,278	[6,145]
9. Backlog, in estimated no. of pp.:	500	550	1,622	---	[560]
10. Yrs. required to eliminate backlog:	1/2	1/2	2/3	---	[1/2]
11. No. of telephone inquiries relating to MR:	79	65	65	209	[187]

RESULTS OF MANDATORY REVIEW DURING THREE QUARTERS OF FY 1980

	Oct-Dec 79	Jan-Mar 80	Apr-Jun 80	Total	
1. No. of pp. of classified docs. declassified in full; percentage of total pp. processed:	2,389 (56%)	1,570 (44%)	2,701 (46%)	6,660 (49%)	[11,192 (49%)]
2. No. of pp. of classified docs. sanitized and released; percentage of total pp. processed	1,136 (26%)	1,205 (34%)	1,331 (23%)	3,672 (26%)	[5,118 (22%)]
3. No. of pp. of classified docs. exempted in full; percentage of total pp. processed	773 (18%)	781 (22%)	1,817 (31%)	3,371 (25%)	[6,689 (29%)]

[ ] = Statistics for Three Quarters of FY 1979 (Oct 1978 - Jun 1979)

August 15, 1980

Report on the Test of .
Department of State Guidelines for
National Archives and Records Service Reviewers
April - July 1980

After discussion among the National Archives and Records Services, the
Classification/Declassification Center, the Historical Office and the Foreign
Affairs Information Management Center beginning in late February, a test
was devised to determine the adequacy of guidelines being prepared by the
Department of State to govern handling of its records after those records
are transferred to the National Archives and Records Service.

Brief Description of the Tests

CDC, with the assistance of HO and FAIM, selected a test sample of approximately
100 documents on each of the following countries and time periods.

    1950 - 54 United Kingdom
    1950 - 54 USSR
    1950 - 54 Indochina
    1955 - 57 Somalia
    1955 - 57 India
    1955 - 57 South Africa

Tests of the 1950-54 materials were of the guidelines prepared by the Office
of the Historian, based upon a review of the deletions made from FRUS
volumes by various agencies of the Government.

Tests of the 1955-57 materials, and the guidelines themselves, were more
elaborate. The drafters of those guidelines had the benefit of reviewing a
sample roughly ten times larger than the FRUS compilation on their countries.
The drafters had prepared not only guidelines but a computer printout showing
the actions taken on each document in the sample. These printouts and
copies of the documents within this sample which it had been determined
needed continued protection were made available to NARS along with the
guidelines.

The tests of the 1955-57 materials were carried out in the following combinations:

    (a)   With guidelines only;
    (b)   With guidelines and computer printout; and
    (c)   With guidelines, computer printout, and denied documents.

Part (b) was in fact carried out last. using the India and Somalia test samples
only. The guidelines used in this final portion of the test had been revised
in light of the findings of the initial portion of the test.

The test sample in all cases was carefully selected to include about 20-25% material which CDC reviewers believed required continued protection. This, it was generally agreed, was necessary to provide a meaningful test of the guidelines without the necessity of using a much larger test sample. It is important to note, however, that the percentage of documents requiring protection in a random sample would be much smaller, probably half or less of this figure.

Conclusions Based Upon Test Results

The test results have been analyzed at meetings involving both management officers and reviewers. Among the results of greatest importance and of most general interest we would place the following:

1. The guidelines for 1950-54 materials did not contribute significantly to correct reviewer decisions. The general guidelines alone were of almost equal value. This conclusion was confirmed by examination and analysis at NARS of the guidelines for Africa and Latin America, and a general review of the remainder of the total packet of guidelines for 1950-54. Thus NARS is unable to accession the 1950-54 bloc of Department of State records until this deficiency is corrected. CDC believes that, as a by-product of the re-review of 1950-54 materials, it has available a group of area experts who can redraft these guidelines so as to make them acceptable. CDC aims to complete these no later than the first quarter of 1981.

2. The 1955-57 guidelines produced an acceptable level of correct decisions in all cases. The inclusion of a listing of subjects no longer requiring protection along with the listing of those which still do require it, was found to be quite useful.

   The results were improved in the second series of tests after the following changes were introduced into the guidelines:
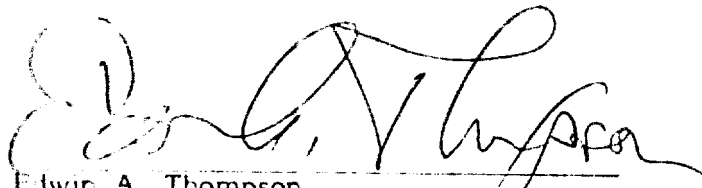
   (a) A brief historical note was added to those guidelines which lacked it, setting the general context for the reviewer;

   (b) The format and content were re-organized in order more effectively to relate the specific country guidelines to the general guidelines and to supplement the latter;

   (c) Guidance was added to enable the reviewer to make more informed judgments concerning foreign government information which is no longer sensitive and hence can be declassified short of thirty years.

   CDC will apply this test experience to its re-draft of the 1950-54 guidelines as well as to its preparation of further 1955-57 guidelines.
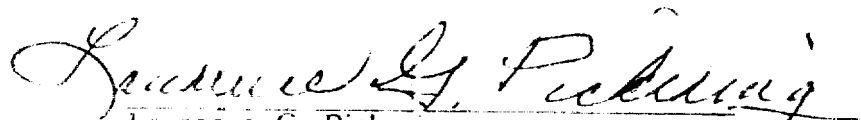
3. Use of the computer printout along with the 1955-57 guidelines

marginally improved test results. Further in favor of their continued production, however, we note that the printout assures that a careful reviewer will make correct decisions on documents included in it, i.e., that roughly 10% of the total documentation of a given subject selected by the Historian's office as being the most significant. (We also note that with existing sort capabilities, a printout listing of released documents on a given country or region can be made available to scholars by NARS as a research guide.)

4.   Availability of copies of the denied documents along with the guidelines and computer printout was adjudged by all reviewers to be an unnecessary addition. It added considerably to reviewer time spent on each sample test without appreciably improving performance over that achieved with guidelines and computer printout alone.

Edwin A. Thompson
Director, Record Declassification Division

Laurence G. Pickering
Director, Systematic Review
Classification/Declassification Center
Bureau of Administration

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